

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	Accountant I (Specialist)	016-150-4177-XXX
Division/Unit	Date	Prior Incumbent Prior Pos #(if applicable)
Administration/Financial Services	July 1, 2001	None

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Senior Accounting Officer (Supervisor), the incumbent performs professional accounting duties of average difficulty in the establishment of accounts and records for specialized agency activities. Duties include, but are not limited to the following:

Description of Essential Functions:

- 45% Under the direction of the Senior Accounting Officer (Specialist) process contract payments for departmental funds disbursed via Local Assistance contracts including the analyzing and coding of the payments. Consult with CSD staff and other state agencies in processing of expenditure reports and the resulting contract payment problems.
- 30% Assist in the development and maintenance of the department's unit budgets. Analyze all "In-House" requests for budget authority.

Description of Marginal Functions:

- 10% Reconcile monthly the CALSTARS Grant Project File for all Local Assistance payment activity and unit budgeting.
- 10% Process all "Close-Out" reports pertaining to Local Assistance contracts.
- 5% Perform other duties appropriate for the class.

Supervision Received:

The Accountant I receives supervision from the Senior Accounting Officer (Supervisor)

Supervision Exercised:

None

Administrative Responsibility:

Adhere to the laws, rules policies and procedures pertaining to the accounting functions.

Personal Contacts:

The Accountant I has contact with CSD staff and other state agencies in the processing of expenditure reports for payment.

Actions and Consequences:

Failure to perform the Accountant I duties could result in delayed or incorrect contract payments and departmental units exceeding allowable budgets.

Job Requirements:

Activities required to perform the essential functions of the position include the ability to sit, stand, speak, hear, see, type, read, comprehend written and oral instructions, manuals and correspondence, and reason logically.

CHARLOTTE ROBINSON
Senior Accounting Officer (Supervisor)

Date

I have read and understand the duties assigned as described above.

YES

NO

Can you perform the essential functions of the position with or without reasonable accommodation?

(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)

Signature of Incumbent

Date